



National Science Foundation

Excepted Position Vacancy

ANNOUNCEMENT NO.: E20020096

OPEN: 04/10/02

CLOSE: 06/05/2002

THIS POSITION WILL BE FILLED ON A ONE OR TWO YEAR INTERGOVERNMENTAL PERSONNEL ACT (IPA) BASIS.

Initial assignments under the IPA may be made for a period of up to two years. Individual eligible for an IPA assignment includes employees of State and local government agencies or institutions of higher education. IPA Applicants must be permanent, career employees of eligible organizations for at least 90 days prior to entering into a mobility assignment. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between the National Science Foundation (NSF) and the home institution.

POSITION VACANT: Physical Science Administrator (Program Coordinator), AD - 1301-4. Annual Salary range from \$78,265 to \$121,967.

PROMOTION POTENTIAL: Physical Science Administrator (Program Coordinator), AD -1301-4.

LOCATION: Directorate for Geosciences, Division of Atmospheric Sciences, UCAR and Lower Atmospheric Facilities Oversight Section.

BARGAINING UNIT STATUS: This position is included in the bargaining unit and will be filled in accordance with merit staffing provisions of the Collective Bargaining Agreement Article VIII.

AREAS OF CONSIDERATION: All Sources

THIS POSITION IS OUTSIDE THE COMPETITIVE CIVIL SERVICE

Appointment to this position will be made under the Excepted Authority of the NSF Act. Candidates who do not have civil service status or reinstatement eligibility will not obtain civil service status if selected.

DUTIES AND RESPONSIBILITIES:

- The Program Coordinator for (UCAR) and Lower Atmospheric Facilities Oversight Section is responsible for administering and providing oversight for the NCAR Scientific Computing Division (SCD) including coordinating of documentation for the plans and budget for SCD. Coordinate NCAR and UCAR plans with other NSF programs.
- Prepares analysis and recommendations concerning efforts assigned to NCAR and UCAR scientific and administrative activities. Identifies funding requirement for both new and ongoing programs.
- Conducts review of NCAR and UCAR plans and recommends NSF approval, revision and declination of all or parts of planned activities. Coordinates UCAR and NCAR program plans objectives and schedules with Division/Program Directors.
- Develops long-range budget plans for NSF support of NCAR and UCAR activities. Provides liaison between UCAR and ATM staff on projects in coordinating activities of interdisciplinary programs with emphasis on information technology.
- Review UCAR activities Coordinates and writes documents for the National Science Board, OMB and Congress.

QUALIFICATIONS OF EMPLOYMENT: Applicants must have a Ph.D. or equivalent experience in field of atmospheric or computational sciences, plus six years of successful research, research administration and/or management experience beyond the Ph.D. in an area supported by the program is required. A broad general knowledge of research in the geosciences and familiarity with the U.S. scientific community are desirable.

CONDITIONS OF EMPLOYMENT: Appointment to this position may be contingent upon successful completion of the appropriate background investigation.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

HOW TO APPLY: You may apply for this position with the Optional Application for Federal Employment (OF-612), the older Application for Federal Employment (SF-171), a resume, or other application format of your choice – so long as it contains the necessary information (summarized below).

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: • Your country of citizenship. • Your social security number. • Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s). If no degree, show total credits earned and indicate whether semester or quarter hours. • Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. • If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. • The brochure *Applying for a Federal Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in the vacancy announcement, you may lose consideration for this job.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number E20020096. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Adrienne Angevine on (703) 292-4396. For technical information, call Dr. Jarvis L. Moyers, Director, Division of Atmospheric Sciences, (703-292-8520. Hearing impaired individuals may call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY**

**OMB No. 3145-0096
Expiration: August 2002**

Vacancy Ann. #: _____

Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____

2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER